State of New Mexico
Voucher Batch Report
BusinessUnit 66500 Department of Health
Vouchers with Final Agency Approval But Not Yet Reviewed/Approved By DFA/FCD
AsofDate 02/06/2013

3000001497 02/08/13

Voucher Number	Vchr Line	VchrLineDescr	Distr Line#	Account	Account Description	Fund	VendorName	1099 WithHold	Accounting Period Year	Accounting Period Month	PurchaseOrder	Invoice Number	Total Amount
00324266	1	I/S Meals & lodging	1	542200	Employee I/S Meals & L	06101	ADAMS RICH-001		2013	01	0000093549	Adams, R. 1.17-1	165.00
												Total For Voucher	165.00

CD

New Window | Help | Customize Page

Summary | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit: 66500
Voucher ID: 00324266
Voucher Style: Regular

Invoice Number: Adams, R. 1.17-1.18.13
Invoice Date: 01/31/2013
Total: 165.00

Vendor: ADAMS, RICHARD B
RUIDOSO PUBLIC HEALTH OFFICE
RUIDOSO, NM 88345

***Pay Terms:** Pay Now | Schedule Payments

Saved

Payment Information

Find | View All First 1 of 1 Last

Scheduled Payment: 1
***Remit to:** 0000097303
Location: 001
***Address:** 1

ADAMS, RICHARD B
RUIDOSO PUBLIC HEALTH OFFICE
103 KANSAS CITY RD
RUIDOSO, NM 88345

Gross Amount: 165.00 USD
Discount: 0.00 USD **Discount Denied**
Late Charge
Scheduled Due: 01/31/2013
Net Due: 01/31/2013
Discount Due:
Accounting Date:

Payment Method

***Bank:** WFB10
***Account:** B
***Method:** ACH ACH
Message:
Message will appear on remittance advice.

Pay Group:
***Handling:** RE
***Netting:** N

Messages

Summary | Invoice Information | Payments | **Voucher Attributes** | Error Summary

Business Unit: 66500 **Invoice Number:** Adams, R. 1.17-1.18.13

Voucher ID: 00324266 **Invoice Date:** 01/31/2013

Voucher Style: Regular **Total:** 165.00

Voucher Processing

☑ **Post Voucher** ☐ **Close Voucher**

☑ **Revalue Voucher** ☐ **Delete Voucher**

Saved

Accounting Instructions

***Accounting Template:** STANDARD **Account At:** Gross

Match Action

***Status:** Ready

☐ **Pay UnMatched Voucher**

Transaction Currency

***Source:** Tables ***Currency:** USD **Rate Type:** CRRNT **Exchange Rate:** 1.00000000

Voucher Approval

***Approval:** Specify at this Level **Business Process:** PROCESS_VOUCHERS

Approval Rule Set: Payment Approval Rule Set 1

Self Billing Invoice

***SBI Num Option:** Group Vouchers (Auto-Nur **SBI Number:**

Prepayment

Prepayment Reference: ☐ **Automatically Apply Prepayment** **Postpone Withholding**

Letter of Credit

Letter of Credit ID:

Tax Group

AGENCY NAME: DEPARTMENT OF HEALTH

STATE OF NEW MEXICO

ITEMIZED SCHEDULE OF TRAVEL EXPENSES

PAGE	DATE
1	1/18/2013
AGENCY CODE 66500	VOUCHER NUMBER 00324266

NAME	CAR LICENSE NUMBER	POST OF DUTY	PROPOSED (ADVANCE VOUCHER)	
Richard Adams	SG-1984	Ruidoso		
VENDOR NUMBER 97303	MODEL Nissan	RESIDENCE	ACTUAL (RECOUPMENT VOUCHER)	X
REG. WORK DAY 8:00 AM THRU 5:00 PM	YEAR 2011	Ruidoso		

DATE	TIME: SHOW AM OR PM DEPARTURE	ARRIVAL	CHARACTER OF EXPENDITURES ENTER DESTINATION, NATURE OF OFFICIAL BUSINESS, PARTY CONTACTED AND MISCELLANEOUS INFORMATION	ODOMETER/MAP MILES ENTER START & FINISH	NO. OF MILES	AMOUNTS MILEAGE	PER DIEM	MISCELLANEOUS	AMOUNTS
1/17/2013	6:00am		Depart Ruidoso to Santa Fe Overnight-Santa Fe rates apply		0	0.00	$ 135.00		135.00
1/18/2013		6:00pm	Depart Santa Fe to Ruidoso partial day per diem 12.0 hrs			0.00	$ 30.00		30.00
						0.00			0.00
						0.00			0.00
						0.00			0.00
						0.00			0.00
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						0.00			0.00
						0.00			0.00
						0.00			0.00
						0.00			0.00
						0.00			0.00
						0.00			0.00
				TOTALS	0	0.00	165.00	0.00	165.00
				ADVANCE AMOUNTS 80%					
				ADJUSTED REIMBURSEMENT					

Per Diem is Based on (Check One)

ACTUAL EXPENSES [ ]

APPROVED RATES [X]

I certify that any payment sought on this voucher does not include reimbursement for alcoholic beverage. I further certify that no further payment will be sought for the travel/training covered by this voucher.

Employee Signature Date

[X] Check here if this claim is in compliance with the Nonroutine Reassignment provisions of the DFA Regulations Governing the Per Diem and Mileage Act.

I ACKNOWLEDGE THAT THIS EMPLOYEE HAS EXCEEDED THE $1,500 PER CALENDAR YEAR FOR TRAVEL SECTION 10-8-5 (I), NMSA 1978

Signature (DOH-General Accounting Use Only) Date

Siignature required on overnight lodging exceeding $215.00 per night: ______

I, Richard Adams (TYPE PAYEE NAME) ... COMPLIES WITH THE DFA REGULATIONS GOVERNING THE PER DIEM AND MILEAGE ACT.

PAYEE SIGN HERE: Richard E Adams DATE: 1-21-13

New Mexico Department of Health
Travel and Training Request Form

Employee Information	**Employee Name:**	Richard Adams	**Position:**	CMO
	Department ID and Fund:	6001001000	**Telephone:**	505-629-7496
	Post of Duty:	Ruidoso	**Residence:**	Ruidoso

Please indicate if traveler is a non-employee and use Object Code 547900 on vouchers.

Vehicle Information	☑ **Check if state vehicle**		☐ **Check if personal vehicle**		**License #:**	GS1984
	Year:	2011	**Make:**	Nissan	**Model:**	Altima

Trip/Training Information	**Please provide agendas, itineraries and any relevant documents.**	
	Course Name:	Meeting with Cabinet Secretary in Santa Fe, and also facilities meeting in ABQ
	☐ **Check if training is required**	☐ **Check if Continuing Education credits will be granted**

Travel Information	**Date of Request:**	01/14/13	**Destination:**	Santa Fe			
	Departure Date: (month/day/yr)	01/17/13	**Time:**	06:00 AM	**Return Date:** (month/day/yr)	1/18/13	**Time:** 06:00 PM
	☑ **In-State** ☐ **Out-of-State** ☐ **Training** ☐ **Time Only** ☐ ***Actuals** ☐ **No cost to State/Paid By:**						

*** If actuals are requested:** Expenses will only be reimbursed by providing original and valid receipts and by meeting the justification for actuals. Receipts and justifications must be submitted with the payment voucher. If the trip is being paid in part by another entity, you must claim actuals. A justification for actuals must be accompanied by cost comparison for hotels, taxi/shuttles, etc.

546700: Subscription/Annual Dues		**542100: In-State Mileage: @ .41 per mile**	$ 0.00
546800: Registration – Employee		**542200: In-State Per Diem: @ $85/day**	$ 0.00
546800: Registration – Vendor		**Santa Fe Only: 1 @ $135/day**	$ 135.00
549600: Airline Cost – Vendor		**549700: Out-of-State Per Diem: @ $115/day**	$ 0.00
Airline Cost – Employee		**Actuals: @ /day**	$ 0.00
Baggage Fee		**With meals: @ $45/day**	$ 0.00
Shuttle Fee		**Partial day: @ $12/2-6 hrs**	$ 0.00
Taxi Fee		**Partial day: @ $20/6-12 hrs**	$ 0.00
Parking Fee		**Partial day: 1 @ $30/12 or more hrs**	$ 30.00
Mileage @ .41 per mile	$ 0.00	**Total reimbursement to employee**	$ 165.00
Miscellaneous Expense: days @ $6 per day	$ 0.00	**Total cost of trip**	$ 165.00
Car Rental: days @ per day	$ 0.00		

I, the undersigned, acknowledge by my signature that I am aware that reimbursement for actual expenses will be allowed only upon presentation of original, valid receipts with the payment voucher, that reimbursement will be according to the current DFA travel rates and that final approval of expenses for reimbursement depends on budgetary sufficiency.

Richard E Adams — **Employee Signature**

1-24-13 — **Date**

Supervisor/Bureau Chief Signature — **Date**

Division Director/Hospital Administrator (As per specific division requirements) — **Date**

James W. Green — **Cabinet Secretary Signature** (To be obtained for Division Directors' requests and when Division Directors are not available to sign approval.) — **Date**